



CITY MANAGER'S OFFICE

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1240 • Fax 503.537.1277

POST UNTIL: September 23, 2014

City of Newberg

INVITES APPLICATIONS FOR

City Recorder

SALARY RANGE (157): \$4,567 to \$5,846 per Month

FULL-TIME POSITION WITH FULL BENEFIT PACKAGE

THE POSITION:

Provides a variety of routine and complex governmental administrative work, logistical support, and advanced technical and administrative support to the City Council and City Manager; and provides records' management and compliance to all City staff. The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions. Position requires recorder functions of routine evening meetings.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a college or university with an associate's degree in business management, records management, public administration, or a closely related field; and
- Four (4) years of related experience; or
- Any equivalent combination of education and progressive experience with additional work experience substituting for the required education on a year for year basis.
- Certified Municipal Clerk Certification required, Master Municipal Clerk Certification highly desired.

SPECIAL REQUIREMENTS:

- Valid State Driver's License or ability to obtain one.
- Notary Public commission within six months.
- Municipal Clerk Certifications or ability to obtain one.

TYPICAL DUTIES

Please refer to actual Job Description posted on City's Website at:
<https://www.newbergoregon.gov/jobs>

SELECTION GUIDELINES:

Formal application and rating of education and experience; oral interview; reference checks and a successful criminal background check. A national fingerprint-based record check will be required as a condition of employment. Other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employment Applications (résumé must be attached with original, signed application) are available from:

City of Newberg
Human Resources Department
Fillable pdf Application at: <https://www.newbergoregon.gov/jobs>
Mail: PO Box 970
Location: 414 E. First Street
Newberg, OR 97132
503.537.1261

Closing Date: September 23, 2014 by 4:30 pm Applications must be received in the Human Resources Department no later than this date and time.

The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace

Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

Moreover, the City conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.